UNITED NATIONS

UNITED NATIONS CONFERENCE ON HUMAN SETTLEMENTS (HABITAT II)

Istanbul, Turkey
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INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The United Nations Conference on Human Settlements (Habitat II) will be held at a number of sites in the Conference Valley in Istanbul, Turkey. The principal venue for the Conference is the Lutfi Kirdar Convention Centre, the address of which is as follows:

United Nations Conference on Human Settlements (Habitat II)
c/o Lutfi Kirdar Istanbul Convention and Exhibition Centre
Harbiye 80230
Istanbul, Turkey

Telephone: 90-212-290-5407 and 5408

2. In addition to the Convention Centre, which has been designated as Conference Building A and contains the Plenary Hall, where the Plenary of the Conference will be held, and Conference Rooms 3, A, B, C and D, the other sites of activities include the Cemal Resit Rey Concert Hall (Conference Building B) containing Conference Room 2 where Committee II will meet and Conference Rooms E and F, the Hilton Convention Centre (Conference Building C) containing Conference Room 1 where Committee I will meet, the Harbiye Cultural Center (Conference Building E), the Muhsin Ertugrul Theater (Conference Building F, also called the "Green Theater" and containing Conference Room 4), the Media Center (Conference Building D, where a number of the Secretariat offices are located), the Istanbul Technical University Taskisla Campus and the Ataturk Cultural Centre.

3. The time distance between the Convention Centre and Taksim Square (the centre of the New City) is approximately 5 minutes; the time distance between the Convention Centre and the Ataturk International Airport is approximately 45 minutes.

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Pre-Conference consultations

4. Pre-Conference consultations to consider organizational and procedural matters will be held in Conference Room 1 of the Hilton Convention Centre (Conference Building C) at 10 a.m. and 3 p.m. on Saturday and Sunday, 1 and 2 June. They are open to all participating States.

Opening of the Conference

5. The formal opening of the Conference will take place on Monday, 3 June, at 10 a.m. in the Plenary Hall of the Conference Centre.

6. In order that the formal opening of the Conference may begin punctually, participants are requested to be seated in the Plenary Hall by 9.30 a.m.

Registration of participants and identification cards

7. As stated in rule 1 of the provisional rules of procedure of the Conference, delegations of each State participating in the Conference shall be represented by a head of delegation and such other representatives, alternate representatives and advisers as may be required. Original letters of credentials issued either by the Head of State or Government or by the Minister for Foreign Affairs are to be addressed to the Secretary-General of the United Nations and must be forwarded to the Secretary-General of the Conference through the Protocol and Liaison Service of the Secretariat as soon as they are available and, if possible, not less than one week before the opening of the Conference. The credentials of government representatives will be examined by the Credentials Committee of the Conference which, in turn, will report to the plenary. Following past practice, lists signed by the Permanent Representative in New York may serve as provisional credentials of representatives.

8. Individual identity cards (grounds passes) with photographs of the bearers will be issued to delegates starting from 27 May at the United Nations Protocol, Registration and Accreditation Centre at the Salipazari Docks in Istanbul. In the absence of original letters of credentials issued by the Head of State or Government or by the Minister for Foreign Affairs or of provisional credentials signed by the Permanent Representative in New York, lists signed by the head of the diplomatic or consular office in Turkey will be accepted for the issuance of grounds passes. Such lists will constitute provisional credentials, as in the case of lists signed by Permanent Representatives in New York. Grounds passes will be issued only upon presentation of a valid proof of identity such as a national passport. Any request for the issuance of grounds passes in the absence of legally acceptable accreditation documents will not be considered by the Protocol, Registration and Accreditation Office.

9. Each participant will receive only one grounds pass. Hence, the list of official delegates should not contain the names of members who intend to register and receive grounds passes as media or press representatives, members

of security contingents, or representatives of non-governmental organizations or international organizations of local authorities.

10. As the Protocol and Liaison Service intends to submit a provisional list of delegations to the Conference on the first day of the Conference, communications containing all the names and functions of the members of delegations should be submitted to the Protocol and Liaison Service at United Nations Headquarters, Secretariat room S-201 as soon as possible. Only those delegation lists submitted before 28 May will appear in the first provisional list of delegations.

11. Heads of State or Government and their spouses will be offered special VIP passes without photographs upon receipt by the Protocol, Accreditation and Registration Centre of the request. Members of parties accompanying the Heads of State or Government will be issued appropriate grounds passes in accordance with their designation upon prior written request. They should be listed separately from the list of the official delegates. Special VIP passes with photographs will be issued only to Cabinet Ministers and their spouses. In order for a VIP pass to be made, two photographs of the dignitary must be submitted to the Protocol, Registration and Accreditation Centre 24 hours in advance.

12. Permanent Representatives are kindly requested to forward to the Protocol and Liaison Service in New York, United Nations Secretariat, room S-201, at the earliest possible time, communications regarding the decision of their respective Head of State or Government to participate in the Conference. At the present time, all communications should be sent directly to the Protocol, Registration and Accreditation Centre in Istanbul (fax: 90-212-293-2210).

13. Information on arrivals of Heads of State or Government and other dignitaries, including time, date, airline and flight number, should be communicated to the Protocol and Liaison Service as soon as possible so that the appropriate arrangements can be made to greet them at the airport. All communications should be sent directly to the Protocol, Registration and Accreditation Centre in Istanbul.

14. The United Nations will issue chauffeur passes and parking decals for delegations' vehicles in Istanbul. Limited off-site parking areas will be designated. Arrangements for security details accompanying Heads of State or Government will be made directly through the United Nations Security Unit in Istanbul. Delegations are requested to contact the Security Unit to coordinate all security arrangements.

15. Owing to the limited number of seats available in the Plenary Hall of the Convention Centre, only four seats will be assigned to each delegation of States participating in plenary sessions of the Conference - two at table and two behind. Two seats - one at table and one behind - will be available for each observer delegation, intergovernmental organization and United Nations specialized agency. In addition to the individual grounds passes, four transferable Plenary Hall cards will be provided to each government delegation. For certain designated sessions, only a combination of the grounds pass and the Plenary Hall card will give access to the Plenary Hall of the Conference.

During the course of the High-level Segment of the Conference and at other times as required, the Protocol, Registration and Accreditation Centre, in coordination with the United Nations Security and Safety Unit, will further regulate access to those areas where the activities involving Heads of State or Government will take place. This will be done through a combination of ordinary grounds passes and special access cards, which will be given to each delegation in advance at the Convention Centre.

Programme of meetings

16. The programme of meetings will be printed in the Conference Journal, which will be issued on a daily basis and will specify the venues, conference rooms and times of meetings.

17. Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. When evening sessions are required, they will generally begin at 6 p.m.

Seating arrangements

18. At the opening of the Conference and at subsequent meetings of the Plenary in the Plenary Hall, each government delegation will be assigned four seats, two at table and two seats behind.

19. In Conference Room 1, which is located in the Hilton Convention Centre where meetings of Committee I will be held, each government delegation will have two seats, one seat at table and one seat behind. In Conference Room 2, located in the Cemal Resit Rey Concert Hall, where Committee II will be held, each governmental delegation will have two seats in a theatre-style arrangement.

20. Specifically identified seating facilities will be available for other participants in the Conference.

Languages of the Conference

21. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference.

22. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

23. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 52 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of

the official languages. This interpretation or written statement will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

24. There will be interpretation services for a total of three simultaneous meetings in the morning and three in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework.

25. Meetings other than meetings of United Nations bodies, such as regional or other interest groups, will be accommodated according to the availability of meeting rooms and services. Requests for such meeting services should be directed to Mr. Otto Gustafik, Chief of Meetings Services.

Circulation of prepared statements

26. A minimum of 30 copies of the text of speeches to be delivered in plenary and other meetings should be given in advance to the conference officer who will be located in each conference room in order to enable the Secretariat to provide the best possible service. Delegations wishing to have their speeches circulated to all participants at the time of delivery are requested to provide 350 copies to the conference officer. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting. Conference participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

27. If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

Distribution of official documents

28. The main documents distribution counter will be located in the lobby area of the Lutfi Kirdar Convention Centre.

29. All documents distributed before the opening of the Conference will be available at the Convention Centre. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Conference will be placed. Delegations are reminded that those documents boxes, or "pigeon holes", are exclusively for the distribution of official Conference documentation and may not be used for the circulation of other papers or documents.

30. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference and the

language versions. Given the limited space and quantities available, delegations are requested to use discretion in specifying the number of copies needed.

31. Representatives of accredited non-governmental organizations, international associations of local authorities and the press/media will be able to obtain official Conference documents at designated documents distribution desks. These will be located in the Cemal Resit Rey Concert Hall (for non-governmental organizations and representatives of local authorities) and on the ground floor of the Media Centre (for press/media).

Receipt and circulation of other documents

32. Other documents or publications that Governments and organizations wish to make available to Conference participants are to be provided by those Governments and organizations in appropriate languages and quantities. The Secretariat will undertake neither reproduction nor translation of such documents. Delegations are also reminded that the Secretariat cannot undertake official distribution of such documents. However, the Secretariat will set up a separate location at the Message Centre in the Delegates' Lounge on the first basement level of the Convention Centre so that those documents can be made available.

33. Participants wishing to make such documents available at the Conference are requested to deliver two copies of each document to Mr. William Bunch, Secretariat Services Coordinator, who will seek authorization for their circulation and inform them once authorization has been received. Because of necessary security precautions, participants are requested not to attempt to bring bulk packages, including documents, into the Convention Centre without written authorization.

34. Given the space limitations at the Conference venues and the need to ensure free flow of circulation, Conference participants are requested to strictly limit the number of documents that they wish to have circulated.

Media facilities

35. On-site facilities for media coverage will be available on the ground floor of the Media Centre located directly across the street from the Convention Centre. There will be about 270 journalist workstations available on an as needed/as available basis. A telecommunication centre (available at commercial rates) and a press lounge are located in the same area.

36. Television coverage of the plenary sessions, press conferences and other official meetings and events will be carried out by UNTV through Turkish Radio and Television (TRT). Closed-circuit television monitors located throughout the press working area and the Conference site will carry the coverage. A daily television news package and footage of the Conference will be available from UNTV. Sound distribution boxes (mult-boses) will also be available for use by electronic media representatives.

37. A journalists' encounter will be held on 1 and 2 June. Details concerning press facilities and media accreditation are contained in a separate information note issued by the Department of Public Information of the United Nations Secretariat.

Press conferences

38. Daily press briefings by the Spokesman for the Conference will be held at 12.30 p.m. in the press briefing room in the Convention Centre. The briefing room will also be used for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to the Office of the Spokesman for the Conference.

Guidelines for the news media

39. All representatives of the media are kindly requested to take note of and respect the following guidelines:

1. All print material intended for display or distribution in the international Media Centre must be cleared by the Office of the Spokesman/Department of Public Information Coordinator.

2. All requests for press conferences and briefings should be communicated to the office of the DPI Coordinator for scheduling.

3. Unescorted press members have restricted access to conference rooms and may only enter designated areas within the Plenary Hall and committee rooms.

4. Informal press conferences should not be conducted in the passageways, corridors and public open spaces of the conference buildings.

5. Only accredited correspondents may attend press conferences.

6. In order to prevent disruption and as a courtesy to other colleagues, journalists may not leave a press conference or briefing until the session is officially concluded.

7. Correspondents are advised to turn off cellular phones and beepers prior to entering a press conference or a conference meeting in session.

8. Media representatives desiring interviews with delegates participating in the Conference should contact United Nations media liaison personnel, who will contact the delegates on their behalf.

9. If a meeting is designated as "closed", representatives of the media are not permitted in the room.

10. A United Nations liaison officer will escort and assist all photo, film and television cameramen.

11. Escorted photographers and video crews are restricted to designated areas within the conference rooms. Journalists are not allowed to "roam" in conference rooms.

12. No flash may be used after a meeting has begun or when television coverage is in progress; photo bags are not permitted on the floor of any meeting room.

Security and safety guidelines

40. Conference participants are kindly requested to take note of and respect the following security and safety guidelines:

1. All participants have the right to attend the Conference without interference or harassment.

2. In order to ensure that the free flow of people through the passageways and public areas is maintained and respected at all times, the Security Staff will be required to remove any person or object blocking or interfering with the free flow of traffic.

3. The Security Staff may request any person to move from any place at any time. All Conference participants are kindly requested to cooperate with any such request from a member of the Security Staff.

4. Individuals who are not accredited as press or media representatives will not be permitted in areas designated for the press. Any person who is not accredited but who is carrying press equipment and/or falsely represents himself or herself as a member of the press will be removed from the conference rooms and from other areas limited to unescorted press.

5. Smoking, eating and drinking are permitted only in designated areas and are strictly prohibited in the conference rooms.

6. Participants will be allowed to bring small briefcases and ladies' handbags into the conference rooms. However, large bags, carryalls and trolleys are strictly prohibited in all conference facilities.

7. The use of flash cameras in the conference rooms is strictly prohibited when meetings are in session.

8. No material may be distributed, displayed or sold in the conference facilities without prior written approval of the Secretariat of the Conference. Once approved, materials must strictly conform to volume limitations and space allocations.

9. Large items and bulk packages, including those containing documents and publications, will only be permitted entry through security check points between 8 a.m. and 9 a.m. each morning. Prior written approval of the secretariat of the Conference is required. As regards documents and publications, Conference participants are requested to contact

Mr. William Bunch, Secretariat Services Coordinator, well in advance of the delivery of packages. He will seek authorization for their delivery and inform participants once it has been received.

Other useful information for participants

Visas

41. All participants of the Conference will be issued visas free of charge by their local Turkish Embassy or Consulate or upon entry into the country.

Inoculations

42. There are no required vaccinations for any international traveller under WHO International Health Regulations. However, the following immunizations are strongly recommended: Tetanus toxoid, typhoid, poliomyelitis, and hepatitis A and B. There is no malaria in Istanbul. Malaria exists from March through November in the Cukurova/Amikova areas and from mid-March to mid-October in south-east Anatolia.

Currency and exchange

43. The currency unit is the Turkish Lira. Convertible foreign currency may be exchanged at the airport, in hotels and in all banks in the city as well as at exchange offices at the current daily exchange rates. All major credit cards are welcome in most hotels, shops and restaurants.

Electricity

44. The standard voltage in Turkey is 220 volts, with a frequency of 50 hertz.

Climate

45. During June the weather in Istanbul is moderate with an average temperature between 20 and 25 degrees Celsius (68 and 75 degrees Farenheit). There may be occasional light rain showers. The Aegean and Mediterranean regions enjoy hot summer days and warm evenings, while Central Anatolia is hot and dry during the day and fairly cool during the evenings.

Services available at the conference sites

46. The following facilities will be available in the Conference Valley: post office, bank, travel agency, hotel information, medical centre, business centre, restaurants, cafeterias and coffee shops.